

Real Estate Continuing Education Reminder for **STRESS-FREE CE**

A large number of real estate licensees have misconceptions regarding real estate continuing education (CE) requirements. Nothing made those misconceptions and erroneous information clearer than the onslaught of questions the Department received during the past license renewal period. This is intended to provide much-needed information regarding continuing education requirements for real estate professionals and hopefully make your next license renewal less stressful for everyone involved.

1. **EVERY year is a year licensees need CE.** Please don't wait until the second or third year of the three year license cycle to hurry up and complete CE requirements. Not only is it stressful for you but it is contrary to the license law that requires annual requirements of at least two hours per year. If you remember that even though the term of your license has changed (from one year to three years), the annual CE requirements remain in tact. If you complete six hours of CE every year (insuring that you get the minimum two hours of law and rule instruction) you will automatically meet the education requirements at renewal.
2. **Make sure the courses you complete have been approved.** You may verify the approval of courses by using the on-line feature on this web site. [Click here for approved course list.](#) If you take a course that hasn't received prior Department approval, it cannot and will not count toward your requirements when renewing your license in 2009.
3. **Check your reported credit on-line.** All sponsors are required to report to the Department when you complete a course. [Click here for CE check.](#) Make sure you provide the approved CE sponsor with your current ten digit identification number and routinely check the website to ensure all your hours are posted. This cycle's courses are prefaced with the letter "K"
4. **There is no "first year" waiver of CE.** Many are under the impression that the provision still exists in statute that the first year of licensure is exempt from CE. This is no longer true! The only reduction in the 6 annual/18 total requirement is if you receive your license in the second or third year. In those cases, CE is prorated; second year issuance requires 12 hours at renewal and third year issuance requires 6 hours at renewal. Remember that the "license year" is not a calendar year – it begins November 1 and ends October 31.
5. **If the license is not being actively used to practice real estate, there is no need to complete CE.** Every active license requires CE to renew it. However, if the licensee makes a decision to be "inactive" for a period of time, the license can be returned to the Department. Returning the wall license will change the status on the Department's records and display as such on the website. You can check the status of your license or anyone's license at [click here for "Check a License."](#) When you do want to practice again (have an active license) and you have taken 6 hours of approved CE every year, you will AUTOMATICALLY meet the education requirements at the time you reapply. That way your relicensure application will not be held up awaiting your "make up" of missed CE. The Department strongly suggests this.

